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ABSTRACT

This guide describes ERIC as an information system sponsored by the U.S. Department of Education that gathers, selects, abstracts, and indexes documents and articles on a wide range of education topics. The guide provides information on the following: (1) how to get started using ERIC; (2) how to use a computer to access the ERIC database; (3) how to obtain articles or documents through ERIC; and (4) how to locate ERIC information about disabilities. Two books are listed for further information on ERIC and accessing special education information. A sample ERIC document resume is provided. ERIC's 16 clearinghouses are listed, with their addresses, telephone numbers, Internet addresses, and descriptions of the education areas covered. (CR)

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Accessing the ERIC Resource Collection. A Parent's Guide. Revised Edition.
Kupper, Lisa, Ed.

ED 399 752

EC 305091

ERIC

Revised Edition, August 1996

A PARENT'S GUIDE

Accessing the ERIC Resource Collection

What is ERIC?

ERIC, *The Educational Resources Information Center*, is the information system sponsored by the U.S. Department of Education. ERIC is set up to serve teachers, parents, school board members, librarians, professors, and everyone else concerned about education. It is composed of 16 clearinghouses, 9 adjunct clearinghouses, and 3 support units. The clearinghouses gather, select, abstract, and index documents and articles on a wide range of educational topics. Documents include pamphlets, booklets, research reports, curricula, instructional materials, and conference papers. The articles come from more than 1,000 different journals and magazines.

ERIC also refers to the bibliographic database where descriptions of these documents and articles — more than 850,000 of them — are maintained. The documents and articles are also abstracted and indexed in two monthly publications — *Resources in Education (RIE)* for documents, and the *Current Index to Journals in Education (CIJE)* for journal articles. Most libraries have the RIE and CIJE.

Why use the ERIC system?

You can turn to the ERIC database for almost any question you might have about the education of your child. This observation is especially true if your child has a disability. It is difficult to be a well-informed parent, but it is certainly much easier when you know how to use such valuable information resources as those available through ERIC. ERIC is a rich source of information, and more and more families are learning to use the collection. They have found that learning to use the ERIC system is certainly worth the effort.

How do I get started using ERIC?

Go to your local library or to a nearby university library and talk to the reference librarian. You can request a short lesson on how to use ERIC, including how to use RIE and CIJE to identify articles and documents of interest to you. A sample abstract for a document in the RIE, with a full explanation of how to read it, is presented on page 4 of this guide. (If your library does not have RIE or CIJE, ask the librarian where these can be found in your area.) Also available is the *Thesaurus of ERIC Descriptors* that lists the subject headings used in cataloging articles and documents.

Another valuable resource for learning about ERIC is the ERIC support unit, *ACCESS ERIC*, which helps new clients use ERIC resources. The ACCESS ERIC staff can help orient you to the system, answer your questions about ERIC services, refer you to sources of specific information, and provide publications produced by the system on a variety of topics. ACCESS ERIC also maintains a number of database files available on-line to the public. Call ACCESS ERIC toll-free at 800-LET-ERIC (800-538-3742).

Can I use a computer to access the ERIC database?

Yes. In fact, one of the most important features of the ERIC database is that it is computerized. This means that

the descriptions of ERIC documents and articles are available not only in print form (RIE and CIJE), but also in an electronic database that can be searched from anywhere in the world using a personal computer (PC) equipped with a modem. Most libraries offer computer searches of the ERIC database, but anyone who has access to a PC and modem can search the ERIC database with a minimal amount of training.

The ERIC database is also available on compact disc. Searching the ERIC database on CD-ROM is an excellent way to become familiar with both the content of the ERIC database and the art of computer searching. Most libraries now have personal computers equipped to handle compact discs, and many libraries will help you learn to use this technology yourself, so that you can become your own information provider. Searching ERIC on CD-ROM may be an excellent resource for parents and/or disability organizations, allowing users to find what they want and print it out right away.

And, if you have a personal computer, a modem, and access to the Internet electronic network, you can search ERIC yourself. For a list of public Internet access points to the ERIC database and step-by-step login directions, send an e-mail message to ericdb@aspensys.com.

If you have access to the Internet, you can also take advantage of the *AskERIC* service. AskERIC is an electronic question-answering service for parents, teachers, students, or anyone with a question on education. AskERIC information specialists and staff of the ERIC Clearinghouses provide a research-based response to these queries, usually within 48 hours.

To use the AskERIC service, simply send your e-mail inquiry (via the Internet) to: askeric@ericir.syr.edu

Some commercial network servic offer electronic access to ERIC infor tion. For example, if you currently subscribe to an electronic service suc as America Online or CompuServe, y can access ERIC. If you are not sure how to reach ERIC electronically, or you are not sure your service connect ERIC, call ACCESS ERIC, toll-free, 1-800-LET-ERIC (1-800-538-3742).

How do I obtain articles or documents I've identified through ERIC?

A unique feature of the ERIC system is that, once you have identifi a document you would like to read in full, you can usually find it in the ER microfiche collection. Unlike most bibliographic databases, ERIC provid microfiche copies of the documents y found abstracted and indexed in *Resources in Education*. This means yo can go to many major libraries and mo university libraries and find the docu- ment on microfiche, read it on a micro fiche reader, and even copy it and tak it home, if you like.

If your library does not have the ERIC microfiche collection, you can still use ERIC. Copies of ERIC documents — pamphlets, program reports, instructional materials, and conference papers — can be ordered directly from the *ERIC Document Reproduction Servic* (EDRS). The toll-free EDRS ordering number is 1-800-443-3742. EDRS can give you price information for paper copies and for microfiche. Postage is additional in both cases. You will need to use a microfiche reader to read microfiche products, but your local library should have such a reader. If it does not, or if you prefer to read a pape copy, you can always request that EDRS send you the paper version of the article or document of interest.

I'm looking for information about disabilities. Does it matter which ERIC clearinghouse I contact?

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While each of the 16 ERIC clearinghouses will try to answer your questions, the *ERIC Clearinghouse on Disabilities and Gifted Education (ERIC/EC)* is the clearinghouse to call or write when you have an education question about children with disabilities. Located in Reston, Virginia, this clearinghouse is operated by The Council for Exceptional Children, a non-profit professional organization with a membership of more than 50,000 educators and policy makers concerned about the future of special education.

Among the products and services provided by ERIC/EC are: references and referrals; *ERIC Digests* (basic overviews on topics of interest to the broad educational community); information packages on current topics; mini searches (limited to 10 citations); computer search reprints (prepackaged computer searches on important special education topics); and reports that synthesize and analyze special education research and practice.

To contact ERIC /EC, call 1-800-328-0272, or write: ERIC Clearinghouse on Disabilities and Gifted Education, 1920 Association Drive, Reston, Virginia 20191.

What do the other clearinghouses do?

Each of the clearinghouses has its own subject area(s) of specialization and is responsible for gathering, selecting, and abstracting the articles and documents in that subject area to be added to the ERIC database. Staff at the clearinghouses can also answer questions about the ERIC system from anyone who calls, writes, or visits them. If you would like to visit one of the clearinghouses, it is best to call in advance to make an appointment.

To help you pursue using the ERIC system, we have listed, beginning on page 5, the names, addresses, and telephone numbers of the 16 clearinghouses, along with a brief description of each clearinghouse's area(s) of emphasis.

We hope that you will take advantage of the rich resource of ERIC. It can be a powerful tool for gathering information about the education of your child and other related matters. For more information about any topic discussed in this guide, including how to order copies of documents from EDRS, contact ACCESS ERIC or any of the ERIC clearinghouses.

READINGS

Smarte, L. (1994). *All about ERIC.* Washington, DC: Central ERIC. (This 38-page book is available from ACCESS ERIC at the address listed on page 7.)

Smarte, L., & McLane, K. (1994). *How to find answers to your special education questions* (2nd ed.). Reston, VA: ERIC/EC. (This 70-page book is available for $10 from the ERIC Clearinghouse on Disabilities and Gifted Education, at the address listed on page 5. Ask for Publication #R637R.)

NICHCY thanks the following people for their contributions to the original edition of this *Parent's Guide*:
Craig B. Howley, ERIC/RC
Judy Conrad, ERIC/HE

For her care in revising the *Parent's Guide* and for making possible this newest edition, NICHCY especially thanks:
Bernadette Knoblauch, ERIC/EC

Sample ERIC Document Resume

ERIC Accession Number—identification number sequentially assigned to documents as they are processed.

ED359626 EA025062

Clearinghouse Accession Number

Author(s) → *Fuhrman,-Susan-H , Ed.*

Title → **Designing Coherent Education Policy: Improving the System.**

Institution. (Organization where document orginated.) → Corporate Source—Consortium for Policy Research in Education, New Brunswick, NJ.

Sponsoring Agency—Office of Educational Research and Improvement (ED), Washington, DC.

Sponsoring Agency—agency responsible for initiating, funding, and managing the research project.

Contract or Grant Number → Contract Nos.—R117G10007; R117G10039

Date Published → Pub Date—1993

ISBN (International Standard Book Number) → ISBN-1-55542-536-4

Available from—Jossey-Bass Publishers, 350 Sansome Street, San Francisco, CA 94104.

Alternate source for obtaining document.

Note—370 p.

Descriptive Note (pagination first).

ERIC Document Reproduction Service (EDRS) Availability—"MF" means microfiche, "PC" means reproduced paper copy. When describes as "Document Not Available from EDRS," alternate sources are cited above. Prices are subject to change. For latest price code schedule see section on "How to Order ERIC Documents," in the most recent issue of *Resources in Education*, or call EDRS at 1-800-443-3742 for price information. → **EDRS Price—MF01/PC15 Plus Postage.**

Pub Type—Books (010)—Collected Works–General (020)—Guides–Non-Classroom (055)

Publication Type—broad categories indicating the form or organization of the document, as contrasted to its subject matter. The category name is followed by the category code.

Descriptors—Educational Change; Elementary Secondary Education; Governance; Politics of Education; Standards; *Educational Objectives; *Educational Policy; *Instructional Improvement; *Policy Formation; *Public Education

Descriptors—subject terms found in the *Thesaurus of ERIC Descriptors* that charactenze substantive content. Only the major terms (preceded by an asterisk) are printed in the Subject Index of *Resources in Education*.

Abstract

This book examines issues in designing coherent education policy for public elementary and secondary schools. It seeks to expand the policy discussion by refining the definition of coherence and considering a number of complex questions raised by the notion of coherent policy. The book offers an indepth look at systemic school reform and offers a variety of ideas as to how educators at the district, state, and federal levels may coordinate the various elements of policy infrastructure around a new set of ambitious, common goals for student achievement. Chapters include the following: (1) "The Politics of Coherence" (Susan H. Fuhrman); (2) "Policy and Practice: The Relations between Governance and Instruction" (David K. Cohen and James P. Spillane); (3) "The Role of Local School Districts in Instructional Improvement" (Richard F. Elmore); (4) "Systemic Educational Policy: A Conceptual Framework" (William H. Clune); (5) "Student Incentives and Academic Standards: Independent Schools as a Coherent System" (Arthur G. Powell); (6) "New Directions for Early Childhood Care and Education Policy" (W. Steven Barnett); (7) "How the World of Students and Teachers Challenges Policy Coherence" (Milbrey W. McLaughlin and Joan E. Talbert); (8) "Systemic Reform and Educational Opportunity" (Jennifer A. O'Day and Marshall S. Smith); and (9) "Conclusion: Can Policy Lead the Way?" (Susan H. Fuhrman). References accompany each chapter. (LMI)

Abstractor's Initials

Note: The format of an ERIC Document resume will vary according to the source from which the database is accessed. The above format is from the printed index, *Resources in Education*.

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ERIC Clearinghouses
(and Other Network Components)

The ERIC Clearinghouses have responsibility for acquiring the significant educational literature within their particular areas, selecting the highest quality and most relevant material, processing (i.e., cataloging, indexing, abstracting) the selected items for input to the database, and also for providing information analysis products and various user services based on the database.

The exact number of Clearinghouses has fluctuated over time in response to the shifting needs of the educational community. There are currently 16 Clearinghouses. These are listed below, together with full addresses, telephone numbers, and brief scope notes describing the areas they cover.

Educational Resources Information Center (ERIC)
U.S. Department of Education
National Library of Education
Office of Educational Research and Improvement (OERI)
555 New Jersey Avenue, NW
Washington, DC 20208-5720
Telephone: (202) 219-2221
E-mail: eric@inet.ed.gov
URL: http://www.ed.gov

Adult, Career, and Vocational Education
The Ohio State University
1900 Kenny Road
Columbus, OH 43210-1090
Telephone: (800) 848-4815; (614) 292-4353
Fax: (614) 292-1260
E-mail: ericacve@magnus.acs.ohio-state.edu
URL: http://www.osu.edu/units/education/cete/ericacve/index.html

All levels of adult and continuing education from basic literacy training through professional skill upgrading. Career education and career development programs for all ages and populations in educational, institutional, business, and industry settings. Vocational and technical education covering all service occupations for secondary, postsecondary, and adult populations.

Assessment and Evaluation
The Catholic University of America
210 O'Boyle Hall
Washington, DC 20064-4035
Telephone: (800) GO4-ERIC; (202) 673-3811
Fax: (202) 319-6692
E-mail: eric_ae@cua.edu
Gopher: gopher.cua.edu, Special Resources
URL: http://www.cua.edu/www/eric_ae

All aspects of tests and other measurement devices. The design and methodology of research, measurement and evaluation. The evaluation of programs and projects. The application of tests, measurement, and evaluation devices/instrumentation in educational projects and programs.

Community Colleges
University of California at Los Angeles (UCLA)
3051 Moore Hall
Los Angeles, CA 90095-1521
Telephone: (800) 832-8256; (310) 825-3931
Fax: (310) 206-8095
E-mail: ericcc@ucla.edu
URL: http://www.gseis.ucla.edu/ERIC/eric.html

Development, administration, and evaluation of two-year public and private community and junior colleges, technical institutes, and two-year branch university campuses. Two-year college students, faculty, staff, curricula, programs, support services, libraries, and community services. Linkages between two-year colleges and business/industrial/community organizations. Articulation of two-year colleges with secondary and four-year postsecondary institutions.

Counseling and Student Services
School of Education
University of North Carolina at Greensboro
1000 Spring Garden Street
Greensboro, NC 27412-5001
Telephone: (800) 414-9769; (910) 334-4114
Fax: (910) 334-4116
E-mail: ericass@iris.uncg.edu
URL: http://www.uncg.edu/~ericcas2

Preparation, practice, and supervision of counselors, psychologists, social workers and student development specialists at all educational levels and in all settings. Theoretical development of counseling and guidance, including the nature of relevant human characteristics. Use and results of personnel practices and procedures. Group process (counseling, therapy, dynamics) and case work.

Disabilities and Gifted Education
The Council for Exceptional Children
1920 Association Drive
Reston, VA 20191-1589
Telephone: (800) 328-0272; (703) 264-9474
TTY: (703) 264-9449
Fax: (703) 620-2521
E-mail: ericec@cec.sped.org
URL: http://www.cec.sped.org/ericec.htm

All aspects of the education and development of persons (of all ages) who have disabilities or who are gifted, including delivery of education-related services. Includes prevention, identification and assessment, intervention, and enrichment for these groups, in both regular and special education settings.

Educational Management
5207 University of Oregon
1787 Agate Street
Eugene, OR 97403-5207
Telephone: (800) 438-8841; (541) 346-1684
Fax: (541) 346-2334
E-mail: ppiele@oregon.uoregon.edu
URL: http://darkwing.uoregon.edu/~ericcem/home.html

All aspects of the governance, leadership, administration, and structure of public and private educational organizations at the elementary and secondary levels, including the provision of physical facilities for their operation.

Elementary and Early Childhood Education
University of Illinois at Urbana-Champaign
805 West Pennsylvania Avenue
Urbana, IL 61801-4897
Telephone: (800) 583-4135; (217) 333-1386
Fax: (217) 333-3767
E-mail: ericeece@uiuc.edu
Gopher: ericps.ed.uiuc.edu
URL for ERIC/PS: http://ericps.ed.uiuc.edu/ericeece.html
URL for National Parent Information Network: http://ericps.ed.uiuc.edu/npin/npinhome.html

All aspects of the physical, cognitive, social, emotional, educational and cultural development of children, from birth through early adolescence. Among the topics covered are: prenatal and infant development and care; parent education, parenting, and family relationships; home and school relationships; learning theory research and practice related to children's development; preparation of early childhood teachers and caregivers; and educational programs and community services for children.

Higher Education
The George Washington University
One Dupont Circle, N.W., Suite 630
Washington, DC 20036-1183
Telephone: (800) 773-3742; (202) 296-2597
Fax: (202) 452-1844
E-mail: eriche@inet.ed.gov

All aspects of the conditions, programs, and problems at colleges and universities providing higher education (i.e., four-year degrees and beyond). This includes: student, faculty and administration issues; academic issues; governance and management; planning; finance; interinstitutional arrangements; business or industry programs leading to a degree; institutional research at the college/university level; Federal programs; legal issues and legislation; professional education (e.g., medicine, law, etc.) and professional continuing education.

Information and Technology
Syracuse University
4-194 Center for Science & Technology
Syracuse, NY 13244-4100
Telephone: (800) 464-9107; (315) 443-3640
Fax: (315) 443-5448
E-mail: eric@ericir.syr.edu;askeric@ericir.syr.edu
Gopher: ericir.syr.edu
URL for AskERIC: http://ericir.syr.edu
URL for ERIC/IT: http://ericir.syr.edu/ithome

Educational technology (with emphasis on instructional design, development, and evaluation) and library/information science at all academic levels and with all populations, including the preparation of professionals. The media and devices of educational communications: computers and microcomputers, computer networks, telecommunications (cable, broadcast satellite, Internet), audio and video recordings, film and other audiovisual materials, as they pertain to teaching and learning (in both conventional and distance education settings). The operation and management of libraries and information services for education-related organizations, including acquisition and organization of materials, automation, access, censorship, and information storage, retrieval and use. All aspects of information management and information technology related to education.

Languages and Linguistics
Center for Applied Linguistics
1118 22nd Street, N.W.
Washington, DC 20037-0037
Telephone: (800) 276-9834; (202) 429-9292
Fax: (202) 659-5641
E-mail: eric@cal.org
URL: http://ericir.syr.edu/ericcll

Languages and language sciences. All aspects of second language instruction and learning in all commonly and less commonly taught languages, including English as a second language and signed languages. Native language learning and instruction in all languages other than English. Bilingualism and bilingual education. Cultural education in the context of second language learning, including intercultural communication, study abroad, and international educational exchange. All areas of linguistics, including theoretical and applied linguistics, sociolinguistics, and psycholinguistics.

Reading, English, and Communication
Indiana University
Smith Research Center
2805 East 10th Street, Suite 150
Bloomington, IN 47408-2698
Telephone: (800) 759-4723; (812) 855-5847
Fax: (812) 855-4220
E-mail: ericcs@indiana.edu
Gopher: gopher.indiana.edu
URL: http://www.indiana.edu/~eric_rec

Reading and writing, English (as a first language), and communication skills (verbal and nonverbal), kindergarten through college. Includes family or intergenerational literacy, i.e., adults working with their children. Research and instructional development in reading, writing, speaking, and listening. Identification, diagnosis, and remediation of reading problems. Speech communication (including forensics), mass communication (including journalism), interpersonal and small group interaction, oral interpretation, rhetorical and communication theory, and theater/drama. Includes all aspects of reading behavior, with emphasis on: (1) psychology, sociology, and physiology; (2) instructional materials, curricula, teaching methodology, and tests/measurement; and (3) the role of libraries and other agencies in fostering and guiding reading. Preparation of instructional staff and related personnel in all the above areas.

Rural Education and Small Schools
Appalachia Educational Laboratory
1031 Quarrier Street
P.O. Box 1348
Charleston, WV 25325-1348
Telephone: (800) 624-9120; (304) 347-0400
TTY: (304) 347-0401

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Fax: (304) 347-0487
E-mail: lanhamb@ael.org
URL: http://www.ael.org/erichp.htm

Curriculum and instructional programs, methods, and materials that address the education of students in rural schools or districts, small schools wherever located, and schools or districts wherever located that serve American Indian and Alaska Natives (including other native or aboriginal populations worldwide), Mexican Americans, and migrants, or that have programs related to outdoor education. Research and evaluation about students schools, and districts within such groups or served by such programs. Also includes cultural, ethnic, linguistic, economic, and social conditions that affect rural education, small schools, American Indians and Alaska Natives, Mexican Americans, migrants, and outdoor education. Preparation programs, including related services, that train professionals to work in such contexts.

Science, Mathematics, & Environmental Education
The Ohio State University
1929 Kenny Road
Columbus, OH 43210-1080
Telephone: (800) 276-0462; (614) 292-6717
Fax: (614) 292-0263
E-mail: ericse@osu.edu
Gopher: gopher.ericse.ohio-state.edu
URL: http://www.ericse.org

Science, mathematics, engineering/technology and environmental education at all levels. The following topics when focused on any of the above broad scope areas: applications of learning theory; curriculum and instructional materials; teachers and teacher education; educational programs and projects; research and evaluative studies; applications of educational technology and media.

Social Studies/Social Science Education
Indiana University
Social Studies Development Center
2805 East 10th Street, Suite 120
Bloomington, IN 47408-2698
Telephone: (800) 266-3815; (812) 855-3838
Fax: (812) 855-0455
E-mail: ericso@indiana.edu
URL: http://www.indiana.edu/~ssdc/eric-chess.html

All aspects of Social Studies and Social Science Education, including values education (and the social aspects of environmental education and sex education), international education, comparative education, and cross-cultural studies in all subject areas (K-12). Ethnic heritage, gender equity, aging, and social bias/discrimination topics. Also covered are music, art, and architecture as related to the fine arts.

Teaching and Teacher Education
American Association of Colleges for Teacher Education
One Dupont Circle, N.W., Suite 610
Washington, DC 20036-1186
Telephone: (800) 822-9229; (202) 293-2450
Fax: (202) 457-8095
E-mail: ericsp@inet.ed.gov
URL: http://www.ericsp.org

School personnel at all levels. Teacher recruitment, selection, licensing, certification, training, preservice and inservice preparation, retention and retirement. The theory, philosophy, and practice of teaching. Organization, administration, finance, and legal issues relating to teacher education programs and institutions. All aspects of health, physical, recreation, and dance education.

Urban Education
Teachers College, Columbia University
Institute for Urban and Minority Education
Main Hall, Room 303, Box 40
New York, NY 10027-6696
Telephone: (800) 601-4868; (212) 678-3433
Fax: (212) 678-4012
E-mail: eric-cue@columbia.edu
URL: http://eric-web.tc.columbia.edu/

The educational characteristics and experiences of the diverse racial, ethnic, social class, and linguistic, populations in urban (and suburban) schools in the United States (and other countries). Curriculum and instruction of students from these populations, organization of the classrooms and schools in which they predominate, and special programs and services. The relationship of urban schools to their communities, with emphasis on the ways that national and local institutions can collaborate with schools to enhance education, and the positive development of urban and minority youth. The social and economic conditions that affect the education of urban populations, with particular attention to factors that can place urban students at risk educationally, and ways that public and private sector policies can improve these conditions.

Support Components

ACCESS ERIC
1600 Research Boulevard, 5F
Rockville, MD 20850-3172
Telephone: (800) LET-ERIC; (301) 251-5789
Fax: (301) 309-2084
E-mail: acceric@inet.ed.gov
Gopher: aspensys.com, Education and Training Division
URL: http://www.aspensys.com/eric

ERIC Document Reproduction Service (EDRS)
7420 Fullerton Road, Suite 110
Springfield, VA 22153-2852
Telephone: (800) 443-ERIC; (703) 440-1400
Fax: (703) 440-1408
E-mail: edrs@inet.ed.gov
Gopher: edrs.com
URL: http://edrs.com

ERIC Processing & Reference Facility
Computer Sciences Corporation
1100 West Street, 2nd Floor
Laurel, MD 20707-3598
Telephone: (800) 799-ERIC; (301) 497-4080
Fax: (301) 953-0263
E-mail: ericfac @inet.ed.gov
URL: http://ericfac.piccard.csc.com

A Parent's Guide is published once a year. In addition, NICHCY disseminates other materials and can respond to individual requests for information. For further information and assistance, or to receive a NICHCY *Publications Catalog*, contact NICHCY, P.O. Box 1492, Washington, DC 20013. Telephone: 1-800-695-0285 (Voice/TT) and (202) 884-8200 (Voice/TT). Visit our Web site: http://www.aed.org/nichcy. You can also e-mail us: nichcy@aed.org

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NICHCY

AED

Academy for Educational Development

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